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RETURN TO

RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR: All Personnel, Building

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SUBJECT: Air Raid Disaster Plan

- REFERENCES:
- (a) Memorandum 17 April 1953 from the Deputy Director (Administration), Subject: Fire, Disaster and Air Raid Emergency Plans for CIA Buildings.
 - (b) District of Columbia Civil Defense Plan, Annex 18-610-B, Standard Operating Procedure for the Building Warden Service, Federal Buildings Services, 15 September 1952.

I. PURPOSE

1. To provide a standard operating procedure for the control and orderly evacuation of occupants to a designated shelter area in the event of an air raid or similar disaster.

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2. To activate a Building Warden organization which will plan for and be trained to implement the Disaster Plan during the critical Red Alert period and the post disaster period to the end that loss of life may be reduced and injuries minimized.

3. To provide measures for the maximum degree of self-protection and self-help for all personnel wherever located, should disaster threaten or occur.

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II. COOPERATION ESSENTIAL

The success of this plan depends upon the complete cooperation of all employees - both in spirit and in actions. Instructions set forth in this plan should be carefully studied and understood prior to the emergency. All directions and orders of Warden personnel must be followed implicitly during a simulated or real emergency.

III. ALARM

The interior horn-type air raid alarm installed is activated from a control point in Curie Hall. This alarm system is separate from, and in addition to, the present fire alarm system.

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Yellow Alert - HOSTILE AIRCRAFT DETECTED ENROUTE TO OR OVER THE AMERICAN CONTINENT. This is a CONFIDENTIAL ALERT to activate the Warden organization and to permit emergency action to be taken by certain key personnel. No audible signal will be given. All persons authorized to receive the YELLOW ALERT because of critical actions they must personally initiate are charged with the responsibility of preventing this information from reaching unauthorized persons.

Red Alert - DANGER - AIR RAID IMMINENT. A series of short, intermittent blasts will be sounded on the horn for about three minutes.

White Alert - ALL CLEAR. Three sustained 60-second blasts, each separated by a short period of silence, will be sounded on the horn.

IV. ACTION TO BE TAKEN IN EVENT OF AN AIR RAID DURING WORKING HOURS

1. Personnel (General)

a. With previous warning.

- (1) When you hear the RED ALERT - DANGER, stop work immediately and secure all classified work.
- (2) Close all windows and doors and lower blinds to lessen effects of flash and flying glass.
- (3) Disconnect all electrical equipment other than air conditioners and ventilating equipment. Do not turn off lights.
- (4) Take hats, coats, badges, etc. and go to the Air Raid Shelter on the first floor, center hallway, north wing, as directed by your Floor Warden.

DIRECTIONS - EVACUATION ROUTES

First Floor - South wing go through main aisle to north hallway and turn left to shelter area.
North wing leave rooms and move into shelter area in center hallway outside office doors.

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Second Floor - South wing-rear half descend back stairway to first floor and go through main aisle to north hallway; turn left to shelter area. South wing-front half descend front stairway and turn left to shelter area. North wing descend front stairway to first floor and turn left to shelter area.

Detailed Plans - See attached plans of each floor showing evacuation routes, shelter area, fire fighting equipment, first aid station and control room (Building Warden Post), etc.

- (5) Keep calm - don't panic; remain in Shelter Area until released by the Shelter Warden.
- (6) Assist injured or aid members of the Building Warden Organization as instructed.

b. Without previous warning.

- (1) At the first indication of a blinding flash, fall to the floor against a wall, under a desk, table, or beneath anything which will serve as a shield from heat and blast.
- (2) Attempt to cover all exposed skin areas, especially the eyes and do not look at blast.
- (3) Try to protect yourself from flying glass, debris and falling timbers.
- (4) After blast, try to reach your Shelter Area and offer assistance where needed.
- (5) Remain indoors until released to go outside building.

2. Building Warden Organization Personnel. (See enclosure for detailed statement of duties.)

a. Yellow Alert

Chief Building Warden and Deputy Building Wardens will notify key Agency administrative personnel [] as well as certain members of the Building Warden Organization for:

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- (1) Mobilization of specific building warden personnel to perform predetermined functions.
- (2) Carrying out responsibilities concerned with continuation of essential Agency activities, including assembly of certain personnel, equipment, supplies and records, and arranging for their transportation.

b. Red Alert

- (1) Activate the control room (Building Warden Post) and take command
- (2) Evacuate building occupants to Shelter Area.
- (3) Mobilize equipment and teams to carry out provisions of post disaster plan.
- (4) Wait for attack, protecting self as much as possible.

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c. Post Attack Period

- (1) Disaster relief teams discharge assigned post disaster functions.
- (2) Evaluate damage and casualties, and report to higher Civil Defense authority.
- (3) Request outside aid where local facilities are unable to cope with situation.
- (4) Release occupants not assigned to Civil Defense duties at direction of, and under instructions from, higher Civil Defense authority.

V. ACTION TO BE TAKEN BY ALL PERSONNEL IN EVENT OF AN AIR RAID AFTER WORKING HOURS

a. At home.

- (1) If possible, take all members of your family to the basement.
- (2) Take cover near an exterior wall as far away from any windows as possible. Use tables, blankets or any available cover as protection.
- (3) Keep a flash light handy, as well as water, emergency food supplies, radio and first aid equipment.

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- (4) Remain indoors until given instructions by your local Civil Defense authorities to venture outside. Do not use the telephone unless absolutely necessary.
 - (5) If uninjured, assist your local Civil Defense Warden in caring for the injured, fighting fires, etc.
- b. Away from home.
- (1) If in a public place go to the nearest established Air Raid shelter and follow all directions of Civil Defense authorities.
 - (2) If alone and an Air Raid shelter is not available, seek the nearest cover, following rules previously outlined.
 - (3) When outdoors and no other cover is available, "Hit the dirt," seeking any depression such as a roadside ditch, the street gutter next to the curbing, etc. Especially important - try to cover all exposed skin area.

VI. ENCLOSURES

To avoid the necessity of reprinting the entire basic plan every time a change occurs, all information subject to change has been included in a series of enclosures. These enclosures have the same scope and authority as the basic plan to which they are affixed.

1. Building Warden Organization
2. Duties of Building Warden Personnel
3. Evacuation Plan, First Floor 
4. Evacuation Plan, Second Floor 

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VII. IMPORTANT REMINDER

YOUR LIFE AND THOSE OF YOUR FELLOW EMPLOYEES ARE AT STAKE. THEY MAY BE SAVED OR LOST BY THE EXTENT OF YOUR FAMILIARITY WITH THIS PLAN AND YOUR ACTIONS UNDER EMERGENCY CONDITIONS. SAVE A LIFE - IT MAY BE YOUR OWN.

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Evacuation Officer

4. Enclosures

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DUTIES OF BUILDING WARDEN PERSONNEL

CHIEF BUILDING WARDEN

1. Develops, administers and maintains on a current basis the Air Raid Disaster Plan for Building [REDACTED]
2. Selects and appoints such Building Warden Organization Personnel as are needed for successful operation of the plan.
3. Trains or schedules training for personnel in the Building Warden Organization.
4. Assumes personal command of evacuation and disaster operations in Building [REDACTED] in the event of a simulated or real air raid or similar disaster until incapacitated, relieved by competent authority (higher Civil Defense authority or military authority in the event of martial law), or the emergency shall have passed.

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DEPUTY CHIEF BUILDING WARDEN

1. Assists the Chief Building Warden in the performance of his duties; is primarily responsible for coordination of second floor activities.
2. Assumes command in his absence or inability to act.

ASSISTANT DEPUTY CHIEF BUILDING WARDEN

1. Assists the Chief and Deputy Chief Building Wardens in the performance of their duties; is primarily responsible for coordination of 1st floor activities.
2. Assumes command in the absence of the Chief and Deputy Chief or in the event they are unable to act.

FLOOR WARDENS

1. Will familiarize themselves with the floor plan of assigned areas and all vital services on the floor, such as water, electricity, etc.
2. Will determine the number and distribution of personnel in their floor area and be prepared to direct them to the shelter area. Pays particular attention to any handicapped persons, making advance arrangements to assist them to the shelter area.
3. Reports or corrects any condition on the floor which could possibly impede the free movement of people to the shelter area, reporting any safety or fire hazard to the Chief Building Warden or one of the Deputy Wardens.

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4. Assures that each occupant of their floor area is fully instructed in and understands the action which must be taken when the "RED ALERT" is sounded.

5. At the first warning has an assistant secure classified work. Assumes personal responsibility for the orderly evacuation of assigned areas. Takes every precaution during the evacuation to prevent or control panic and confusion.

6. Checks assigned floor area immediately after evacuation to make certain it is complete and reports to the Chief or a Deputy Building Warden at the Control Station, (Room 103). Stands by to assume such additional duties as the Chief Building Warden may direct.

SHELTER WARDENS

1. Will have an assistant secure classified work at first warning and will go to Shelter Area as soon as possible.

2. Directs personnel into Shelter Area and maintains order.

3. Gives instructions to personnel in Shelter Area for personal protection and takes every precaution to prevent or control panic and confusion.

4. Renders assistance to the Chief Building Warden, First Aid Team, Light Rescue Team or other elements of the Building Warden Organization or elsewhere as necessary.

FIRE FIGHTERS

1. Will be trained in fire fighting techniques and cross-trained in other specialties such as first aid and light rescue work.

2. Must become familiar with all water lines, fire hoses and extinguishers and will check same frequently for proper operation.

3. Takes precautionary measures such as filling sinks and emergency buckets with water.

4. Seeks out fires in the Post Disaster period and attempts to extinguish or contain same with building fire appliances and equipment. Requests outside aid thru Chief Building Warden as needed.

5. Assists the Light Rescue and First Aid teams.

6. Renders any other assistance directed by the Chief Building Warden.

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FIRST AID TEAM

1. Attends first aid training course. May be cross-trained in fire fighting and light rescue operations.
2. Locates and administers first aid within and immediately adjacent
3. Moves injured to the First Aid Station or other medical treatment or evacuation point.
4. Moves dead to the Building Morgue.
5. Assists other elements of the Building Warden Organization as required or directed.

LIGHT RESCUE TEAM

1. Will be trained in light rescue operations and cross-trained in fire fighting and first aid techniques.
2. Must become familiar with building facilities and utilities. Maintains tools for cutting wire and timbers, opening doors, etc.
3. Searches out and attempts to free any persons trapped by fallen debris, jammed doors, collapsed walls, etc.
4. Assists other teams in fighting fires, first aid, etc.

FIRST AID STATION (Casualty Screening Center)

1. Personnel assigned to the station will receive first aid training.
2. Casualties will be received from First Aid Team and screened according to seriousness of injury. Additional and/or more advanced first aid will be furnished.
3. Arranges for evacuation of more critically injured personnel.
4. Identifies casualties; identifies and stores personal property belonging to casualties.
5. Operates the Building morgue.

MESSENGERS

Will secure work and report immediately to Control Station to help maintain contacts within the Building for the Warden Post, between designated units, and with Control Centers.

POLICE

Assists in the maintenance of order and security, protection of property, prevention of looting, and control of panic and movement of traffic during both

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